



## CITY OF STOCKTON

### *HUMAN RESOURCES DEPARTMENT*

*22 E. WEBER AVENUE, SUITE 150, STOCKTON, CA 95202  
(209) 937-8233 - TDD (209) 937-8101*

## **PUBLIC WORKS INSPECTOR MUNICIPAL UTILITIES DEPARTMENT (Open)**

**\$3,642-\$3,828-\$4,025-\$4,231-\$4,448 - \$4,676**

**NOTE:** Salary adjustments each year through 2008 will equal 80% of the Consumer Price Index (minimum of 2.5% and maximum of 6%).  
Placement within salary range is negotiable depending upon the qualifications of the selected candidate.

**NOTE: VETERAN'S PREFERENCE POINTS WILL NOT BE AWARDED FOR THIS POSITION.**

**Final Filing Date: 5:00 p.m., Friday, January 14, 2005**

### **THE POSITION**

Under general supervision, performs inspections of various public works construction projects; interprets contract specifications to ensure compliance with plans, specifications, and contract provisions; performs related work as assigned. This is a skilled, journey-level position performing construction inspections on a variety of private and public works projects, including streets, sidewalks, sanitary sewers, storm drains, catch basins, underground pipelines and conduits, earthworks, retaining walls, pumping plants, and other public works structures and facilities. **The current vacancy is with the Municipal Utilities Department, therefore, the primary emphasis of this position will be the inspection of Water, Wastewater and Storm water related facilities.**

The successful candidate must be willing to work occasional overtime, weekends, or holidays if deemed necessary.

Candidates must be able to perform the critical and important inspection duties of the job, including working above ground (heights) and below ground (confined spaces). Must be able and willing to work with possible exposure to hazardous materials and to wear self-contained breathing equipment. Must be able to lift up to 40 pounds.

### **MINIMUM QUALIFICATIONS**

**Education/Experience:** Graduation from high school or GED and four years of experience in field engineering, construction, or technical engineering support, which has included experience in construction inspection, surveying, or contract or plan and specification interpretation. College-level course work in engineering or a closely related subject is desirable.

**Other Requirements:** Must possess a valid California driver's license. Must be willing to work outdoors in a variety of weather and topographic conditions.

### **THE EXAMINATION**

Those candidates whose education and experience **most closely fit the needs of the City of Stockton** will be invited to continue in the examination process, which may include a written and/or oral examination. The City reserves the right to utilize alternative testing methods if deemed necessary. Candidates must achieve a passing score on all portions of the examination to be placed on the eligible list. In the event of identical ratings, candidates' names will be arranged in order of application date/time, and, if the same, then arranged alphabetically.

**ALL APPLICATIONS AND SUPPLEMENTAL QUESTIONNAIRES MUST BE COMPLETED FULLY AND SUBMITTED ON OFFICIAL CITY OF STOCKTON APPLICATION FORMS. LATE OR INCOMPLETE APPLICATIONS WILL BE REJECTED AND CANNOT BE REVISED AFTER THE FINAL FILING DATE. POSTMARKS, FACSIMILES, AND PHOTOCOPIES WILL NOT BE ACCEPTED. RESUMES ARE ENCOURAGED, BUT SHOULD BE SUBMITTED AS ADDITIONAL INFORMATION ONLY.**

## EMPLOYMENT INFORMATION

All statements made on applications are subject to investigation and verification.  
False statements will be cause for disqualification, removal from the eligible list, or discharge from employment.

# PUBLIC WORKS INSPECTOR

## EMPLOYMENT INFORMATION

### THE EMPLOYMENT PROCESS

As a potential applicant, you are about to participate in a series of events collectively called the employment process. Because the goal of the employment process is to obtain qualified candidates to fill City positions, examinations are generally administered to each applicant. These examinations are conducted in a variety of ways (written, oral, performance, assessment center or unassembled examination), yet they share a common purpose to test applicants for knowledge, skills, and abilities required to perform the duties and responsibilities of the job.

### ADA/TESTING ACCOMMODATIONS

Candidates with a disability that will require an accommodation or special assistance in any phase of the application or testing process should advise the Human Resources Department at the time of application. Forms are available from the Human Resources Department for such purposes. A detailed description of the type of accommodation needed and any supporting documentation MUST accompany your accommodation request. Supporting documentation should not include medical records or any documentation that would compromise your rights under federal and state laws. The City will evaluate each request on a case-by-case basis. Consequently, it is imperative that such requests be submitted at the time of application.

### WHERE TO APPLY

Applications may be obtained from the:

City of Stockton  
Human Resources Department  
Stewart/Eberhardt Building  
22 E. Weber Avenue, Suite 150  
Stockton, CA 95202-2317  
(209) 937-8233/TDD (209) 937-8101

Applications must be received in the Human Resources Department before 5:00 p.m. on the final filing date. **(Applications received after this deadline will be rejected.)** A separate application is required for each position.

### HOW TO APPLY

All applications must be submitted on official City of Stockton forms or application forms downloaded from the City of Stockton web site. Resumes may be furnished for additional information only. Incomplete applications will be cause for rejection.

### HIRING PROCEDURES

Eligible lists (**open**) are established by ranking successful individuals in the order of their final scores. The hiring department may select any **one (1)** of the **ten (10)** highest ranked eligibles.

### IMMIGRATION REFORM AND CONTROL ACT

U.S. Citizenship or authorization to work in the U.S. is a requirement of employment. Documentation must be presented at time of hire.

### VETERAN'S PREFERENCE

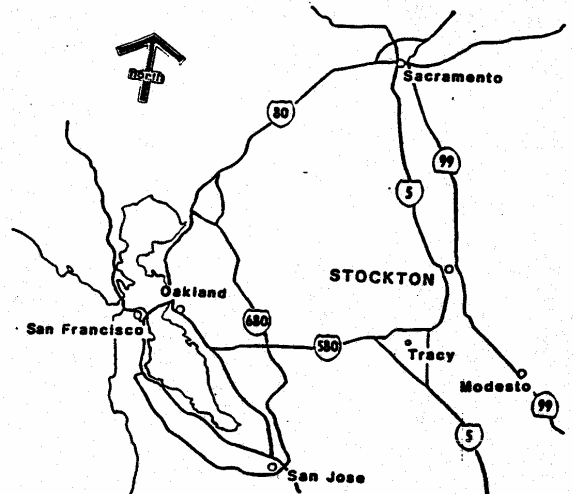
For open **entry-level** examinations, veterans who pass the examination and meet the following conditions may obtain five (5) additional points. "Veteran" shall apply to any person who has served on active duty in any branch of the United States Armed Forces, including the National Guard and the United States Coast Guard, for at least 181 consecutive days and has been honorably discharged.

Candidates applying for Veteran's Preference are required to submit a copy of their DD-214 (Member 4 Copy) at the time of application. Evidence must be presented to indicate that the candidate was discharged honorably from the military service.

Veterans must resubmit proof of honorable service for every examination for which Veteran's Preference is requested.

### MEDICAL EXAMINATION

Physician clearance of a medical examination, which includes a urine drug screen, is required for all positions prior to employment.



## EMPLOYEE BENEFITS

### SALARY

The normal starting step is the first step shown on the announcement. Advancement to the second step normally occurs after completion of the probationary period and future increases at one (1) year intervals. However, salary increases shall not be automatic, but shall depend upon increased service value of the employee as exemplified by length of service, performance record, special training undertaken, or other pertinent evidence.

### HOLIDAYS

Fourteen (14) paid holidays per year, including employee's birthday.

### VACATION

Ten (10) days vacation earned per year for the first 18 months; 15 days per year after 18 months. This benefit progresses based on length of service thereafter.

### SICK LEAVE

Fifteen days sick leave accrued each year; accumulated indefinitely. Payment for 50% of unused sick leave upon retirement.

### HEALTH PLAN

The City provides an excellent medical, dental and vision program for employees, spouse, and eligible dependents. The City also provides for employee life insurance and a long term disability plan.

### RETIREMENT

The retirement program currently includes excellent benefits under the Public Employees' Retirement System (P.E.R.S.), 2% @ 55. The City pays full employee share of 7% to P.E.R.S.

The City also provides a Retiree Medical Plan for retiree and one dependent upon meeting eligibility requirements.

### DEFERRED COMPENSATION

A deferred compensation plan is available at the employee's option.

### EDUCATION INCENTIVE PAY

Depending upon accreditation status, the City provides three percent (3%) Education Incentive Pay for education **above and beyond** that required for the position after twelve (12) continuous months of employment.

### LIFE INSURANCE

Coverage equal to one and one-half times annual base salary rounded to the nearest \$1000.

NOTE: EMPLOYEE BENEFITS STATED HEREIN ARE SUBJECT TO CHANGE THROUGH THE COLLECTIVE BARGAINING PROCESS AND ARE NOT GUARANTEED. FOR A MORE DETAILED EXPLANATION OF THESE AND OTHER BENEFITS CURRENTLY IN EFFECT, SEE MEMORANDUM OF UNDERSTANDING FOR BARGAINING UNIT.

For information on other City positions, call (209) 937-8523.  
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Human Resources Department  
22 East Weber Avenue, Suite #150  
Stockton, CA 95202

(209) 937-8233 TDD (209) 937-8101 www.stocktongov.com

OFFICE USE ONLY

Analyst  
Date

☐ Accepted☐ Rejected

Ineligible because of:

☐ Education☐ Lic./Cert.  
☐ Experience☐ Other

APPLICATION FOR: PUBLIC WORKS INSPECTOR - MUNICIPAL UTILITIES DEPARTMENT

1. NAME:6. DRIVER'S LICENSE #:

2. ADDRESS:

CITY/STATE/ZIP:

4. TELEPHONE NUMBER: ( )

5. SOCIAL SECURITY #:

7. CERTIFICATES: (If required, attach)  
TYPING NET WPM:  
STENOGRAPHIC NET WPM:  
OTHER:

8. EXPERIENCE RECORD: List most recent experience first, including paid and voluntary experience, that you feel qualifies you for this job. THIS SECTION MUST BE COMPLETED. A resume may be attached for supplemental information only. DO NOT INDICATE "REFER TO RESUME."

FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
			JOB DUTIES:		
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
			JOB DUTIES:		
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
			JOB DUTIES:		
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
			JOB DUTIES:		
REASON FOR LEAVING:					

9. EDUCATION AND TRAINING:

Circle Highest Grade Completed 8 9 10 11 12 G.E.D. COLLEGE 1 2 3 4 Grad Studies? Yes No

Colleges or Universities Attended	Location	From	To	Units Completed	Major	Degree

10. CONVICTION: Have you ever been convicted of a criminal violation of the law? You may exclude traffic-related infractions. Note: A "yes" answer will not automatically disqualify you from employment. Also, to the extent consistent with California law, a fingerprint check may be used to verify such information. Yes No

CONVICTION DATES & NATURE: (Attach a separate sheet, if needed.)

CERTIFICATION OF APPLICANT: I hereby certify that all information that I have provided in connection with my application for employment with the City of Stockton is true and acknowledge that any misstatements made in my application or during any portion of the application process may result in my being disqualified from consideration or terminated from employment with the City of Stockton.

SIGNATURE: DATE:

Please provide the following information. It is being requested for statistical purposes only. Should you choose to provide the information, it will be detached from your application immediately upon receipt and will not be used in evaluating your qualifications for employment or for any other purpose proscribed by article 1, section 31, of the California Constitution.

ETHNIC ORIGIN – Please check only one.

1. White – Caucasian, Anglo Saxon
2. Black – All persons having origins in any of the Black racial groups
3. Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race
4. American Indian/Alaskan Native – All persons having origins in any of the original peoples of North America
5. Chinese
6. Japanese
7. Filipino
8. Other Pacific Islander
9. Other

SEX

- Male
- Female

AGE GROUP

- Under 21
- 21-29
- 30-39
- 40-49
- 50-59
- 60 or Older



Title of Position Applying for

How did you hear about the position?

City of Stockton  
Supplemental Questionnaire for  
PUBLIC WORKS INSPECTOR

Name:

Instructions to candidates:

This Supplemental Questionnaire is part of the examination process; accordingly, it should be completed carefully. It **must** be submitted with your official application. **CANDIDATES WHO FAIL TO SUBMIT THIS SUPPLEMENTAL QUESTIONNAIRE WILL BE ELIMINATED FROM THE EXAMINATION PROCESS.**

The purpose of this Supplemental Questionnaire is to obtain enough job-related information to enable us to select the **most qualified** candidates to continue in the examination process.

Please be sure to answer all questions completely. Do not substitute your resume as an answer to any of these questions. Describe specific, relevant examples from your background; omitted information cannot be assumed.

**Please limit your responses to four (4) typewritten pages. ADDITIONAL PAGES WILL NOT BE CONSIDERED.** Please include your name and position applied for on each page of your response.

1. Have you received credit for any college-level course work in engineering or a related field?
- Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the following:\*

Course Name	Number of Credits Earned

2. Describe any work experience in the construction inspection of water, wastewater and/or storm water facilities.
3. Describe any work experience in public works subdivision or private construction inspection. Please include name of company, exact dates worked, and specific job duties and areas of responsibility.
4. Describe any work experience in surveying. Please include name of company, exact dates worked, and specific job duties and areas of responsibility.
5. Describe any work experience that has included contract or plan and specification interpretation. Please include name of company, exact dates worked, and specific job duties and areas of responsibility.
6. Describe any training or work experience with computers, particularly as it relates to project scheduling or managing and/or construction inspection work.
7. Describe any other work experience not referenced above that you believe directly relates to the qualifications required for this position. Include name of company, exact dates worked, and specific job duties and areas of responsibility.

I certify that the information provided is accurate and complete to the best of my knowledge.  
I understand that any falsification will cancel any terms, conditions, or privileges of employment.

Signature:

Date signed:

\*Please note that at any time, candidates may be required to submit **proof** of educational credits earned.